



JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: jeffersoncountywi.gov

***REVISED 12-05-2016**

**"Jefferson County: Responsible government
advancing quality of life"**

BEN WEHMEIER
County Administrator

TAMMIE JAEGER
Administrative Secretary

MEMORANDUM

TO: Editors

FROM: Ben Wehmeier, County Administrator

DATE: November 30, 2016

SUBJECT: JEFFERSON COUNTY Meetings – Week of December 5, 2016

December 5, 2016 Monday	Board of Canvassers	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
	HOME Consortium Executive Committee	8:30 a.m.	Administration Center 515 W. Moreland Blvd, Rm AC355/59 Waukesha
December 6, 2016 Tuesday	Board of Canvassers	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
	*Aging & Disability Resource Center Advisory Committee (ADRC) (Agenda Revised)	1:00 p.m.	Human Services 1541 Annex Rd, Jefferson
December 7, 2016 Wednesday	Board of Canvassers	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
	Courthouse Security & Facilities Committee	8:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 203, Jefferson
	Infrastructure Committee	9:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 112, Jefferson
	Criminal Justice Collaborating Council (CJCC)	12:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 203, Jefferson
December 8, 2016 Thursday	Board of Canvassers	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
	Economic Development Consortium (JCEDC)	8:30 a.m.	UW Extension 864 Collins, Rm 12, Jefferson
	*Finance Committee (Agenda Revised)	8:30 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 112, Jefferson
	Zoning Board of Adjustment – Site Inspections	11:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 203, Jefferson
	Zoning Board of Adjustment – Public Hearing	1:00 p.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 205, Jefferson
December 9, 2016 Friday	Board of Canvassers	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
	*WI River Rail Transit Commission (WRRTC) (Agenda Added)	10:00 a.m.	Dane County Highway Garage 2302 Fish Hatchery Rd, Madison
December 10, 2016 Saturday	Board of Canvassers	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson
December 11, 2016 Sunday	Board of Canvassers	8:00 a.m.	Jefferson County Courthouse 311 S. Center Ave, Rm 202, Jefferson

Jefferson County Clerk

Barbara A. Frank

Audrey McGraw, Chief Deputy

RoxAnne Witte, Deputy

Phone: (920) 674-8630

Fax: (920) 674-7368

Finance

Brian Lamers, CPA

Cindy Diestelmann

Jayne Hintzmann

Donna M. Miller

Tammy Worzalla, CPA

AGENDA

Board of Canvassers

Monday, December 5, 2016 – Sunday, December 11, 2016

Convening at 8:00 a.m.

Jefferson County Courthouse – Room 202

311 S. Center Ave, Jefferson WI 53549

The following business will be brought before the Board of Canvassers for continued initiation, discussion, deliberation, and possible formal action subject to the rules of the Board of Canvassers, which may be inspected in the office of the County Clerk.

1. Call to Order and Certification of Compliance with the open meetings law.
2. Continue Recount of the race for President of the United States from the Returns of the November 8, 2016 General Election.
 - Monday, December 5, 2016, the Board of Canvassers will reconvene at 8:00 a.m.
 - Tuesday, December 6, 2016, the Board of Canvassers will reconvene at 8:00 a.m.
 - Wednesday, December 7, 2016, the Board of Canvassers will reconvene at 8:00 a.m.
 - Thursday, December 8, 2016, the Board of Canvassers will reconvene at 8:00 a.m.
 - Friday, December 9, 2016, the Board of Canvassers will reconvene at 8:00 a.m.
 - Saturday, December 10, 2016 the Board of Canvassers will reconvene at 8:00 a.m.
 - Sunday, December 11, 2016, the Board of Canvassers will reconvene at 8:00 a.m.This meeting may be cancelled if the recount has been completed and the Board of Canvassers does not need to reconvene.

3. Adjournment

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



C/o Waukesha County CDBG Program
Lead Agent
515 W. Moreland Blvd. Waukesha, WI 53188
1.262.896.3370 (direct)
1.262.896.8510 (fax)

C/O Wisconsin Partnership for Housing Development, Inc.
Program Administrator
121 South Pinckney Street Suite 200
Madison, WI 53703
1888.318.4486 (toll -free)
1.608.258.5560 (direct)
1.608.258.5565 (Fax)

**The HOME Consortium Executive Committee Meeting
Monday, December 5, 2016
Administration Center, Room AC355/59
515 W. Moreland Blvd.
Waukesha, WI 53188
@ 8:30 A.M.**

1. Call to Order
2. Approval of the Minutes from the August 15, 2016 Executive Committee meeting.
3. Family Promise of Washington County Application for CHDO Funds
4. Adjournment

All agenda items are potentially actionable

In accordance with the Americans with Disabilities Act, persons requiring any means of handicap accessibility for this meeting must contact Kristin Silva at 896-3370 (FAX 896-8510) at least 24 hours prior to meeting.

ADRC Advisory Committee
Agenda
REVISED 12-05-2016
Jefferson County Human Services Department
1541 Annex Road, Jefferson, WI 53549
Health/Human Services Conference Room

Date: Tuesday, December 6, 2016

Time: 1:00 p.m.

Committee Members: Earlene Ronk, Chair; Carol Battenberg, Ellen Haines, Dan Krause, Russell Kutz, Marcia Bare, Carolyn Niebler & Connie Stengel, Ellen Sawyers

1. Call to order
2. Roll call (establishment of a quorum)
3. Certification of compliance with Open Meetings Law
4. Approval of the agenda
5. Approval of the ADRC Advisory Committee minutes from 11/1/2016
6. Communication
7. Public comment (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
8. Advocacy Updates
9. Discuss ADRC Report, Dominic Wondolkowski – ADRC Supervisor
10. Discuss Nutrition Programs and updates, Maria Peterson, Nutrition Program Supervisor
11. Discuss Care Talks Project
12. Discuss and review ADRC Policies on Conflict of Interest, Complaint & Appeals, Short Term Services Coordination
13. Discuss and review ADRC Business Plan/Marketing Plan
14. Discuss Transportation Program Updates
15. Discuss possible agenda items
16. Adjourn

Next scheduled meetings:

January 3, 2017
February 7, 2017
March 7, 2017
April 4, 2017
May 2, 2017
June 6, 2017

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COURTHOUSE SECURITY & FACILITIES COMMITTEE AGENDA

Jefferson County Courthouse

Room #203

311 S. Center Avenue

Jefferson, WI 53549

Wednesday, December 7, 2016 at 8:30 a.m.

***Committee Members
by SCR 70.39***

*Randy R. Koschnick
Circuit Court Judge*

*James Schroeder
County Board Chair*

*Benjamin Wehmeier
County Administrator*

*Carla Robinson
Clerk of Circuit Court*

*Jennifer Weber
Family Court
Commissioner*

*Paul Milbrath
Sheriff*

*Susan Happ
District Attorney*

*Jeffrey DeLaRosa
Public Defender*

*Ben Brantmeier
Rep. of local bar
association*

*Laurie Anderson
V/W Coordinator*

*Donna Haugom
Emergency Mgmt Director*

Other Members:

*Mark Miller
Central Services Manager*

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from September 7, 2016 meeting.
5. Communications.
6. Public comment. (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
7. Courtroom Audio Recordings.
8. Courthouse Security Plan Update:
 - a) Courthouse Security Cameras (Miller).
 - b) Courthouse Security Training (Capt. Wallace & Sgt. Behm).
9. Tentative future meeting dates:

March 1, 2017	8:30 a.m.
June 7, 2017	8:30 a.m.
September 6, 2017	8:30 a.m.
10. Future agenda items.
11. Adjourn.

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Infrastructure Committee

AGENDA

Jefferson County Courthouse
311 S. Center Avenue, Room 112
Jefferson WI 53549

Wednesday, December 7, 2016

9:00 a.m.

Committee Members

Glen Borland, Greg David-Chair, Dick Jones, John Kannard-Vice Chair, Russ Kutz-Secretary

1. Call to order
2. Roll call
3. Certification of compliance with the Open Meetings Law
4. Election of Committee Secretary
5. Review of the Agenda
6. Public Comment
(Members of the public who wish to address the committee on specific agenda items must register their request at this time)
7. Approval of the November 14, 2016 Infrastructure Committee meeting minutes
8. Communications
9. Presentation on Solar Energy
10. Facility Dude demonstration – Software program for maintenance, repair and improvement of county buildings
11. Discussion of incorporating tasks of Sustainability Task Force into Infrastructure Committee
12. Update on satellite shops
13. Update on remodeling courthouse employee break room, bathrooms and outdoor space
14. Discuss potential agenda items for the Committee's next meeting
15. Financial Reports (October)
 - a. Central Services
 - b. Management Information Systems (MIS)
16. Discuss future meeting schedule. Set next meeting date (January 4, 2016)
17. Adjourn

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including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting/visit at 920-674-7101 so appropriate arrangements can be made.

AGENDA
JEFFERSON COUNTY
CRIMINAL JUSTICE COLLABORATING COUNCIL (CJCC)

Jefferson County Courthouse – **Room #203**
311 S. Center Avenue
Jefferson, WI 53549

Committee Members

Randy Koschnick
Circuit Court Judge

Jim Schroeder
County Board Chair

Susan Happ
District Attorney

Paul Milbrath
County Sheriff

Carla Robinson
Clerk of Courts

John David
Mayor – City of Watertown

Jeffrey De La Rosa
Public Defender's Office

Brian Dykstra
Department of Corrections

Ben Wehmeier
County Administrator

Kathi Cauley
Human Services Director

J. Blair Ward
Corporation Counsel

Lynn Forseth
Literacy Council Executive Director

Dale Lutz
Lieutenant - Jefferson Police Dept.

Barbara LeDuc
President/CEO-Opportunities, Inc.

Michael Wallace
President/CEO-Fort Healthcare

Wednesday, December 7th, 2016 at 12:00 noon

1. Call to order.
2. Roll call.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from October 26, 2016 meeting.
5. Public comment. (Members of the public who wish to address the committee on specific agenda items must register their request at this time)
6. New Business
 - a) Discussion and possible action related to 2017 DOJ grant application to include review of diversion programs and treatment court options
 - b) Discussion and possible action on the Policy and Procedure Manual for the JCATC (Ms. Zarwell)
7. Routine Reports
 - a) Update on monthly jail data
 - b) Update on JCATC outcomes and 2016 year to date (WCS)
 - c) Update on SCRAM and Remote Breath
8. Updates on coordination with Recidivism Council and other agencies.
9. Discussion on heroin/opiates/meth.
10. Agency updates.
11. Future meeting dates:

January 25, 2017	12:00 noon
February 22, 2017	12:00 noon
12. Future agenda items.
13. Adjourn.

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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Thursday, December 8 – 8:30 am
864 Collins Road, Room 12, Jefferson, WI 53549

JCEDC BOARD AGENDA

Board Members

Chairman: John David – City of Watertown

Steve Wilke – City of Lake Mills, Matt Trebatoski – City of Fort Atkinson, Timothy Freitag – City of Jefferson, Mo Hansen – City of Waterloo, Pat Cannon – City of Whitewater, Veronica Rudychev – Village of Cambridge, Kyle Ellefson - Village of Johnson Creek, Jim Mode – County Supervisor, Timothy Smith – County Supervisor, Augie Tietz – County Supervisor

- I. Call to Order**
- II. Roll Call (Establish a quorum)**
- III. Certification of Compliance with Open Meeting Laws**
- IV. Approval of December 8, 2016 Agenda**
- V. Approval of Minutes – September 16, 2016 *#**
- VI. Public Comment - *Members of the Public who wish to address the JCEDC on specific agenda items must register their request at this time.***
- VII. JCEDC Reports**
 - A. Finance Report – October Final*#**
- VIII. General Orders**
 - A. External Committee Reports**
 - Wisconsin River Rail Transit Commission
 - B. Capital Campaign Update**
 - C. Directors Report**
- IX. New Business**
 - A. Future Agenda Items**
 - B. Upcoming Meetings/Seminars**
- X. Adjournment**

*** Indicates a vote will be taken. # Indicates a document is enclosed.**

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***REVISED 12-05-16**

Finance Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue
Room 112
Jefferson, WI 53549

Date: Thursday, December 8, 2016

Time: 8:30 a.m.

Committee members: Jones, Richard (Chair) Kutz, Russell
 Rinard, Amy Jaeckel, George
 Hanneman, Jennifer (Vice Chair)

Note-these are estimated times for agenda items

1. Call to order (8:30 a.m.)
2. Roll call (establish a quorum) (8:30 a.m.)
3. Certification of compliance with the Open Meetings Law (8:30 a.m.)
4. Approval of the agenda (8:30 a.m.)
5. Election of a Secretary (8:30 a.m.)
6. Approval of Finance Committee minutes for November 10, 2016. (8:30 a.m.)
7. Communication (8:35 a.m.)
8. Public comment (Members of the public who wish to address the Committee must register their request at this time)
9. Discussion and possible action on determining disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offers to purchase on foreclosed properties (8:35 a.m.)
10. Convene in closed session pursuant to section 19.85 (1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on the disposition of foreclosed properties, setting minimum bids for the sale of foreclosed properties and considering offer to purchase on foreclosed properties
11. Reconvene in open session (9:00 a.m.)
12. Discussion and possible action on foreclosing on tax delinquent properties (9:00 a.m.)
13. Discussion and possible action of approval for Administration charges for Dental Insurance (9:15 a.m.)
14. Review of the financial statements and department update for October 2016-Finance Department (9:15 a.m.)
15. Review of the financial statements and department update for October 2016-Treasurer
16. Review of the financial statements and department update for October 2016-Child Support
17. Discussion of funding for projects related to the new Highway Facilities and sale of old Highway Facilities (9:20 a.m.)
18. Discussion and possible action on the fund balance policy. (9:20 a.m.)
19. ***Discussion and possible action of approval for the purchasing of property located at 302 and 304 South Center Avenue and 210 East Dodge Street in Jefferson, Wisconsin. (9:25 a.m.)**
20. Discussion on 2016 projected budget expenditures vs. actual expenditures (9:30 a.m.)
21. Update on contingency fund balance (9:30 a.m.)
22. Set future meeting schedule, next meeting date, and possible agenda items (9:35 a.m.)
23. Payment of invoices (9:35 a.m.)
24. Adjourn (10:00 a.m.)

Next scheduled meetings: Thursday, January 12, 2017 Regular Meeting
 Thursday, February 9, 2017 Regular Meeting
 Thursday, March 9, 2017 Regular Meeting
 Thursday, April 13, 2017 Regular Meeting
 Thursday, May 11, 2017 Regular Meeting

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

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JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Dale Weis, Chair; Janet Sayre Hoeft, Vice-Chair; Don Carroll, Secretary;
Paul Hynek, First Alternate; Aari Roberts, Second Alternate

PUBLIC HEARING *BEGINS AT 1:00 P.M. ON THURSDAY, DECEMBER 8, 2016 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

CALL TO ORDER FOR BOARD MEMBERS *IS AT 11:00 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

SITE INSPECTION FOR BOARD MEMBERS *LEAVES AT 11:15 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 11:00 a.m.*
2. *Roll Call (Establish a Quorum)*
3. *Certification of Compliance with Open Meetings Law Requirements*
4. *Approval of the Agenda*
5. *Approval of October 7, 2016 Meeting Minutes*
6. *Communications and Public Comment*
7. *Site Inspections – Beginning at 11:15 a.m. and Leaving from Room 203:
V1592-16 – Jeffrey Reinkemeyer, N4096 Duck Creek Rd, Town of Jefferson*
8. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
9. *Explanation of Process by Board of Adjustment Chair*

NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

NOTICE IS HEREBY GIVEN that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, December 8, 2016 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. The matter to be heard is an application for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; discussion and possible action shall occur after public hearing on the following:

V1592-16 – Jeffrey J Reinkemeyer: Variance from Sec. 11.07(d)2 of the Jefferson County Zoning Ordinance for a home addition closer than allowed to a Town road right-of-way and centerline, and from Sec. 11.09(c) for an addition to a non-conforming structure exceeding both 50% of structural elements and 50% of the existing foundation footprint. The property is at **N4096 Duck Creek Rd** in the Town of Jefferson, on PIN 014-0615-1322-001 (2.75 Acres) and in an A-3, Agricultural/Rural Residential zone.

10. Discussion and Possible Action on Above Petitions

11. Adjourn

If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at www.jeffersoncountywi.gov.

JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

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Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

A digital recording of the meeting will be available in the Zoning Department upon request.

Additional information on Zoning can be found at www.jeffersoncountywi.gov

Wisconsin River Rail Transit Commission

Meeting - Friday, December 9th, 2016 @ 10 AM

Dane County Hwy Garage, 2302 Fish Hatchery Rd, Madison, WI

10 minutes estimated | Action Items

1. 10:00 AM **Call to Order** – Alan Sweeney, Chair
2. Roll Call. **Establishment of Quorum** – Mary Penn
3. Action Item. **Certification of Meeting's Public Notice** – Noticed by Penn
4. Action Item. **Approval of Agenda** – Prepared by Penn
5. Action Item. **Approval of draft November 2016 Meeting Minutes**– Prepared by Penn
6. Updates. **Public Comment** – Time for public comment may be limited by the Chair
7. Updates. **Announcements by Commissioners** – No Discussion Permitted

REPORTS & COMMISSION BUSINESS

5 minutes estimated | Update and Action Item

8. **WRRTC Financial Report** – Jim Matzinger, Accountant
 - Treasurer's Report for November and Payment of Bills

5 minutes estimated | Update

9. **Wisconsin & Southern Railroad's Report on Operations** – WSOR
 - Update on Monthly Maintenance Activities
 - Update on Office of Commission of Railroads
 - Update on Capital Projects
 - Other Continuing Issues/ Topics
 - Update on Business Development

5 minutes estimated | Update

10. **WisDOT Report** – Kim Tollers, Rich Kedzior, WisDOT

5 minutes estimated | Update

11. **WRRTC Correspondence/Communications and Administrator's Report** – Mary Penn, Admin.

10 minutes estimated | Presentation

12. **Report on November 1&2, 2016 Dive, Sauk City Rail Road Bridge** – Westbrook Engineering

10 minutes estimated | Discussion & Possible Action

13. **Discussion and Possible Action on Sauk City Railroad Bridge** – Alan Sweeney, WRRTC Chair

10 minutes estimated | Discussion & Possible Action

14. **Discussion and Possible Action on Concurrence with WisDOT, the Town of Bradford, and Rock County on proposed quit claim deeds for bridges on Creek Road and Emerald Grove Road** – Ben Coopman, Dir. Public Works, Rock County

10 minutes estimated | Discussion & Possible Action

15. **Discussion and Possible Action on Concurrence on WSOR relinquishment of operating rights, salvaging, and reuse of rail/switch parts on Madison Gas & Electric property in Madison, WI** - Madison Gas & Electric

5 minutes estimated | Discussion & Possible Action

16. **Discussion and Possible Action on Concurrence on Proposed Rental Agreement (Attachment 10 to Agreement No. 0490-40-48(d)) between WSOR and WRRTC for 2017** – WSOR

5 minutes estimated | Discussion & Possible Action

17. **Discussion and Possible Action on Proposed Amendment to Operating Agreement 0490-40-48(d) – Section 2.2 Reservation** – WSOR

10 minutes estimated | Discussion & Possible Action

18. **Discussion and Possible Action on Approval of Co-Sponsoring a Fast Lane Application with WSOR and WisDOT** – WSOR

19. Action Item. **Adjournment**